

Professional and Managerial Branch
Recreation Group
Aquatics Series

PARKS AND RECREATION - AQUATICS SUPERINTENDENT

09/89

CHARACTERISTICS OF THE CLASS:

Under general direction, directs and administers the functions and activities of the Parks Department Aquatics Unit; performs related duties as required.

EXAMPLES OF DUTIES:

Directs and supervises the planning, organization and implementation of Aquatic programs; prepares unit budget subject to administrative review; reviews and approves pool operations expenditures; prepares specifications for the purchase of pool supplies and equipment; is responsible for ticket sales and cash receipts.

Maintains liaison and coordinates activities with other City agencies and organizations that provide services to special groups of citizens such as the handicapped, senior citizens, competitive swimmers and others; supervises the Learn to Swim and other marketing and promotional programs to generate revenues.

Conducts period inspections of swimming pools, facilities and equipment to assure that established standard are maintained; coordinates maintenance and repair of swimming facilities and equipment.

Trains, reviews and evaluates the work of assigned personnel; interviews and selects new personnel; enforces personnel rules and regulation standards of conduct and work attendance; supervises the aquatics safety training program; enforces safe working practices and procedures.

Conducts surveys and compiles data for the preparation of reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Recreation or closely related field and six years of progressively responsible experience in the field of aquatics including three years in a supervisory capacity or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of aquatics programming; considerable knowledge of administrative practices and procedures; considerable knowledge of aquatics facilities and equipment; considerable knowledge of pool design, operation, hydraulic systems, water chemistry, and pool repair and maintenance; considerable knowledge of water safety and health regulations; considerable knowledge of competitive swimming requirements and regulations; considerable knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to direct and supervise the functions and activities of the City's aquatic programs; ability to supervise, train, and evaluate assigned personnel; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Conducts periodic inspections of pools and other facilities; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state; possession of a Texas Department of Health Certificate in swimming pool operation.

Director of Personnel

Department Head